



**Summer 2012**

**Externship  
Program Guide**

**--Part 2--**

This Program Guide, Part 2  
contains information regarding  
Non-Judicial Externships and certain  
Judicial Externships.

Please see the Judicial Program  
Guide, Part 1 for information  
regarding most Federal Judicial and  
State Appellate Externships.

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# 2012 Summer Externship Schedule

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## Externship Time Line

Thursday, January 26	<u>Early Deadline</u> for U.S. Attorney's Office Northern, Middle Districts of Florida & Alaska Externship Applications
Wednesday, January 25	Informational meeting for students interested in 2012 Summer Externship opportunities at 5:15 p.m. in room 180
*Wednesday, January 25	Externship positions are available on the Gator Jobs web site <a href="https://jobs.ufl.edu">https://jobs.ufl.edu</a> - *or possibly Thursday, January 26
Friday, February 17	<u>Early Deadline</u> for Florida Supreme Court <u>Summer and Fall</u> Externship Applications
Thursday, February 23	Deadline for Externship Applications - Students may apply on-line until midnight
Mon. – Fri., March 5-9	Spring Break
Tuesday, March 13	Deadline for Faculty and Field supervisors to submit selections Students are notified of selections as they come in
Friday, March 23	Student deadline to Accept or Decline Externships
Thursday, March 29	<u>Mandatory</u> Externship Orientation Meeting for <b>all</b> Externs at 5:00 p.m. In room 180
Friday, March 30	<u>Mandatory</u> Legal Research Course for <b>all</b> Externs at 1:00 p.m. to approximately 4:00 p.m. in rooms 285B and 285C
Monday, April 2	Deadline to submit new externship proposals to Curriculum Committee
Tues. – Thurs. April 3-5	ISIS Advanced registration for Summer and Fall 2012 terms
Friday, April 6	<u>Mandatory</u> Professionalism Symposium for <b>all</b> Externs at 9:00 a.m. At the Reitz Union
Friday, April 6	<u>Mandatory</u> Judicial Externship Preparation Course at 1:30 p.m. to 4:00 p.m. in room 180. This course is mandatory for <b>Judicial Externs Only</b>
Friday, April 20	Last day of Spring classes
Thursday, May 10	<u>Mandatory</u> Orientation Meeting/Training for all State Attorney's office (Gainesville) Externs
Mon., May 14 – July 2	Summer Semester Dates

**The Fall Externship Informational Meeting is scheduled for Wednesday, March 14.**

# General Information

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## Description of Externship Program

Externships offer student's for-credit, semester-long opportunities to leave the traditional classroom setting and assist lawyers and judges in the practice of law and the administration of justice. Externships enhance the substantive law curriculum through experiential, hands-on learning under the close supervision of a Levin College of Law faculty member. Externs receive course credit in lieu of pay.

Student externs work for judges, government agencies, public interest organizations and corporations, receiving valuable instruction to supplement what they learn in the classroom. Through externships, students develop the practical skills, poise and confidence necessary to be effective practitioners in the courtroom and the law office. Externships also provide insight into professional responsibility and the operation of the legal system.

An externship consists of two contemporaneous components: a) the field component, and b) the academic component. The extern's work in the field must be supervised by a licensed attorney (Field Supervisor). Field work assignments are intended to meet the objectives of the placement location. In the academic component, students are expected to engage in reflection concerning the field experience with the guidance of a Faculty Supervisor (defined as a member of the full-time faculty). Additionally, the extern participates in an orientation, receives on-going instruction and guidance from a Faculty Supervisor, submits bi-weekly time logs and may produce a written work product for the Faculty Supervisor's evaluation.

## Program Requirements

The ABA requires students to have successfully completed at least one academic year of study before participating in an externship. Students may apply for externships while completing their first year if the externship does not commence until after first year classes are completed. Depending on the externship, students may be required to complete prerequisite courses.

Students must be in good academic standing in the semester preceding their participation in the externship program. Students must register for the designated number of credits for a given semester, work a minimum number of hours per week for the duration of the semester, attend an Orientation meeting and other required sessions, submit guided reflections, and complete all required paperwork. ABA rules preclude students from receiving credit for an externship for which compensation is received.

## Credit Information

- Credit is awarded pass/fail by the Faculty Supervisor after all hours and other assignments have been submitted.
- Students may earn a maximum of 6 externship credits while in law school.
- Depending upon the particular externship, students may enroll for up to 6 credits for Summer semester and up to 5 credits for Fall and Spring semesters.
- The law school does not offer 1 credit Externships

### Summer Semester Credits/Hours (based on 8 weeks)

2 credits = 13 hours/week = 104 total hours

3 credits = 20 hours/week = 160 total hours

4 credits = 27 hours/week = 216 total hours

5 credits = 33 hours/week = 264 total hours

6 credits = 40 hours/week = 320 total hours

The chart above is based on semester dates. A limited number of hours may be accrued in advance of the semester with permission from Faculty and Field Supervisors. Likewise, externships may be completed early if the hourly requirements have been met and with appropriate permission from both Faculty and Field Supervisors. All hours must be completed before the beginning of the following semester.

## Certified Legal Interns

Students may not use their Certified Legal Intern status while participating in an externship. The level of supervision required by the Florida Supreme Court for a Certified Legal Intern is higher than the level of supervision required of a Field Supervisor. Also, to prevent potential conflict of interest issues, students cannot participate in a clinic and an externship in the same semester.

## Payment, Financial Aid, Pro Bono & Community Service

- An externship is treated as a course for all intents and purposes. Students must register and pay for the credit hours just as they would for any other course.
- Students participating in externships may be eligible for financial aid if they are enrolled at least ½ time. Students must be registered for a minimum of 5 hours for fall and spring semesters and at least 3 hours for summer. The exception for summer semester is joint degree students, who require a minimum of 4 hours. Contact the Office of Financial Aid in Student Affairs for more information.
- In most cases, students may work additional hours that can be applied toward pro bono or community service. Additional work beyond the required externship hours must first be approved by the Field Supervisor. Contact the Career Development office and/or see the CCD website for more information. <http://www.law.ufl.edu/career/students/probono/index.shtml>

## Non-Discrimination Policy

Externship applicants are given equal consideration without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinion or affiliation and veterans' status.

## Externship Administration

The University of Florida Levin College of Law's Externship program has been created in compliance with ABA and AALS rules and is administered by the Dean of Academic Affairs and the Director of the Externship Program. The individual Faculty Supervisor is responsible for all decisions regarding grades and the academic component of the externship.

# Applying for Externships

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## Application Materials

The following documents are required and must be electronically attached to each application unless otherwise noted:

- Cover letter addressed to the Faculty Supervisor (unless otherwise stated)
- Resume
- Unofficial transcript (may be downloaded from ISIS)
- Writing sample (approximately 10-12 pages)
- \*Additional Documents as requested

\*Some placements may require additional documents. Please read the Externship description carefully to ensure that all required documents are included in your application. Applicants are responsible for the inclusion of all application materials. Failure to submit complete information may disqualify applicants from consideration.

Students are permitted to submit applications for multiple externships. However, judicial externships must be given priority. If you apply for both non-judicial and judicial externships, and a judge offers you a position first, you must accept the judge's offer. If you apply for multiple judicial externships, you must accept the first one offered to you.

## Applying for Externships - UF Gator Jobs System

Students must apply for externships listed in this Program Guide through the University of Florida, Gator Jobs, on-line application system unless otherwise indicated.

### ***To view Externship openings:***

- Go to the UF Gator Jobs homepage at <https://jobs.ufl.edu>
- On the left panel of the page: Click on the Search Postings link
- Click on the arrow next to Job Category
- Select Externship and click on the SEARCH button
- Click on the VIEW link of the posting for details

### ***To view a particular externship without viewing all externships:***

- After clicking on Search Positions link
- Click the box next to Requisition Number
- Enter the Requisition Number assigned to the position

### ***To apply for an externship position:***

- On the left panel of the page: Click on the Search Positions link
- Click on the box for Externship Application and then click on the GO button
- Follow the application pages until the required information is complete

Once an initial application is set up, students may apply for positions directly from the externship description by clicking on the APPLY FOR THIS REQUISITION button.

## Selection of Externs & Notification of Externship Offers

In most judicial externships, the judge selects the extern based upon the student's application materials and in some cases, a subsequent interview. In other externships, the Faculty Supervisor, in consultation with the Field Supervisor, select participating students.

Students will be notified via email when selections are received from Faculty or Field Supervisors. If you are offered an externship directly from the Faculty or Field Supervisor, you are responsible for immediately notifying Julie Barnes ([barnes@law.ufl.edu](mailto:barnes@law.ufl.edu)) in the Career Development office that you are withdrawing from consideration for all other externships for which you have applied. Additionally, students who are not selected will receive an email when the position is closed and all externs have been selected.

After accepting an Externship, you must complete an Externship Program Acknowledgment and Registration Form. The completed form is to be returned to Ms. Barnes no later than April 1.

## Extern Requirements

### Law School Orientation & Required Classes

Externs are required to attend the following meeting and training classes:

- Thursday, March 29: Externship Orientation Meeting for **all** Externs – 5:00 p.m. in room 180
- Friday, March 30: Legal Research Course for **all** Externs - 1:00 p.m. in rooms 285B & 285C
- Friday, April 6: Professionalism Symposium for **all** Externs at the Reitz Union, Friday, April 6, 2012 from 9:00 a.m. to 12:00 p.m.

In addition, judicial externs are required to attend the following:

- Friday, April 6: **Judicial** Externship Preparation Course at 1:30 p.m. in room 285B

### Faculty and Field Supervisor Requirements

The Faculty Supervisor for an externship must be a full-time member of the College of Law faculty, and may not be an adjunct, non-faculty administrator or researcher. In addition, the Faculty Supervisor must have an academic relationship to the subject of the externship. The Field Supervisor must be an attorney licensed to practice law.

### Faculty & Field Supervisor Orientation Meetings

Faculty and Field Supervisors are encouraged to have their own orientation meetings. Students are required to attend these meetings in addition to the general orientation meeting held at the law school. Orientation meetings at the job site may be counted as time worked with approval from the Field Supervisor. Orientation meetings required by the Faculty Supervisor may not be counted as time worked. These meetings are a part of your academic requirement.

Issues you should clarify during these meetings include:

- Each individual's goals for the externship
- How to get work assignments
- Information regarding your direct Field Supervisor
- Where your work space will be and what hours you are expected to work
- Additional academic requirements of the Faculty Supervisor
- Expectations regarding regular contact with your Faculty Supervisor

## Time Keeping Requirements

Externs are required to submit bi-weekly time sheets to Ms. Barnes in the Career Development office. When planning schedules, you should factor in official holidays or days that government agencies or courthouses may be closed. This may require working extra days to make up for courthouse closings, etc. Externs cannot receive credit for time not worked. Required hours must be completed during the semester of the externship.

Externs must keep a running total of cumulative hours worked. The following items **may** be counted as part of Externship hours worked:

- Private meetings with your Supervising Attorney or Judge
- Working lunches and meetings that you are required to attend

The following items **may not** be counted as Externship hours worked:

- Holidays when the office is closed
- Time spent writing in journals or completing time sheets
- Mandatory classes and orientations
- Non working lunch hours

## Journals & Writing Requirements

The purpose of keeping a journal during your externship is to provide a reflective learning experience. You are expected to write about what you are learning about the law, lawyering skills, and yourself as a student and as a lawyer.

Serious reflection can give you valuable insight into such things as:

- Types of work that you prefer (research, writing, talking to clients, in court)
- Areas of substantive law that interest you
- Ways in which you interact with people in your work place and ways they interact with each other
- Working styles: long projects with few deadlines, or fast-paced, multi-deadline environment

Your journal should include observations and reflections of your field experience, the judicial system, and your insights. A recitation of the week's events is not adequate.

Topics may include:

- Your goals for the externship and your progress toward meeting those goals
- Your thoughts or reflections about issues you are working on
- Professional responsibility
- The substantive law which you are working with
- What it means to be a lawyer in the context of the work you are doing
- Justice or access to justice issues
- Specific comments about what you are learning

**NOTE:** Timely completion of work is a critical component of being a good lawyer. In this class, your journals and time sheets are your lawyer's work.

## Professionalism & Confidentiality

Externs are expected to conduct themselves as professionals at all times. This means, among other things, that you must arrive on time and when expected, meet deadlines, and dress and behave in a professional manner. Also, be sure to respect confidentiality concerns of your particular placement. Remember, your externship offers you the opportunity to develop your professional reputation that will be perpetuated throughout your career. Although you are not being paid, your externship is a job. You must act accordingly!

## Externship Evaluations

Externs and Field Supervisors are required to complete Externship Evaluation Forms at the end of the semester. Students will complete an evaluation of their externship experience. Field Supervisors are asked to complete an evaluation of the extern. Please be complete and candid on the Student Evaluation in order for the Externship Program to make the best placement decisions for future externs.

## Externship Grades

Credit for externships is on a pass/fail basis. Failure to comply with the requirements is grounds for termination (without credit) of the Externship, a grade of "F" and preclusion from participating in future Externships.

# *Creating New Externships*

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## Requirements for Creating New Externships

Externship placements that are not advertised through the College of Law may be approved, but only under stringent guidelines. Requirements for creating new externships include the following:

- The field placement must be in a not-for-profit organization, government agency, court or tribunal, or a corporation
- The student must be engaged in substantive law-related work
- The student must be supervised by a licensed attorney
- The position must be unpaid (a requirement of the ABA standards)

New externships must be approved by the Curriculum Committee prior to the deadline set for each semester. A faculty member must submit a new externship proposal to the Curriculum Committee. This faculty member will also supervise the externship. Approval is not guaranteed. If these procedures are not completed BEFORE the deadline date, the proposed externship will not be eligible. The deadline to submit new externship proposals to the Curriculum Committee for the Summer 2012 semester is Monday, April 2.

New externships that are not listed in this Program Guide will be advertised via All-Law emails as they come available.

# JUDICIAL EXTERNSHIPS

*See also Program Guide, Part 1 for additional Judicial Externships that may still be available.*

## *United States District Courts*

**NOTE:** Students working in both Federal and State Courts must submit to a background check and may be subject to fingerprinting and other forms of reference checking.

### **U.S. Bankruptcy Courts, Various Locations**

Faculty Supervisor: Professor Jeff Davis

Positions: 1 with each Judge

Credits: Up to 6

Requisition Number: 0810201

Students write memoranda, draft judicial orders and observe courtroom proceedings in U.S. Bankruptcy Courts. Students must spend at least 2 days per week on-site. In your cover letter please list, the grade you made in Creditors' Remedies & Bankruptcy, and in order of preference, all of the cities that you would be willing to accept a position in. Do not list a city unless you would actually work there. **Pre-requisite:** Successful completion of Creditors' Remedies & Bankruptcy.

Not all Judges accept externs every semester. Judges may include:

**Tallahassee**-Judge Louis Killian, **Jacksonville**-Judge Paul Glenn, Judge Jerry Funk, **Orlando**-Judge Karen Jennemann, Judge Arthur Briskman, **Tampa**-Judge Michael Williamson, Judge Rodney May, **W. Palm Beach**-Judge Paul Hyman, **Ft. Lauderdale**-Judge John Olson, Judge Raymond Ray, **Miami**-Judge Jay Cristol, Judge Robert Mark

### **U.S. District Court, Sr. Judges Maurice Paul and Stephan Mickle, Gainesville**

Faculty Supervisor: Professor Jeff Davis

Number of Positions: 1 with each Judge

Credits: Up to 6

Requisition Number: 0810204

Students will gain experience performing legal analysis and applying legal principles and analysis to cases actively pending before the court. Assignments will be complex and challenging, and will include discussing issues with the judge and law clerks, reviewing case files, performing legal research, observing courtroom proceedings, writing case summaries and drafting bench memoranda.

## State Circuit Courts

### 5<sup>th</sup> Judicial Circuit, Judge Frances King, Ocala, FL

Faculty Supervisor: Professor Patricia Thomson

Number of Positions: Up to 4

Credits: Up to 6

Requisition Number: 0810046

Students will work with Judge King and her judicial staff conducting legal research and writing, producing legal memoranda, and other related assignments. Students will also have the opportunity to attend hearings and observe jury and non-jury trials.

**NOTE:** Personal interviews will be conducted at the Marion County Courthouse.

### 8<sup>th</sup> Judicial Circuit, Criminal Law Division, Gainesville

Faculty Supervisor: Professor Patricia Thomson

Number of Positions: Up to 4

Credits: Up to 6

Requisition Number: 0810101

Students will be assigned to, and work with, Circuit Judges conducting legal research and writing, producing legal memoranda, attending hearings and other related assignments given by the Sr. Staff Attorney. **Pre-requisite:** Completion of Evidence.

Address cover letter to:

Robert Folsom, Sr. Trial Court Staff Attorney, 8<sup>th</sup> Judicial Circuit Court of Florida, Administrative Office of the Court, 201 E. University Ave., Gainesville, FL 32601

### 8<sup>th</sup> Judicial Circuit, Family Law Division, Gainesville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 7

Credits: Up to 6

Requisition Number: 0810066

This externship qualifies for the Family Law Certificate Program. Students work as Judicial Clerks in the Family Law Division of the 8<sup>th</sup> Judicial Circuit. Students are assigned to work with Judges, Hearing Officers, or with attorneys working with the Family Law Judges. Students will attend hearings, research legal issues, draft orders, and review court files. This externship will expose students to how the family law system operates, and how Judges arrive at decisions in family law matters, particularly where the interests of children are involved.

Address cover letter to:

Bridget Baker, Trial Court Staff Attorney, 8<sup>th</sup> Judicial Circuit, Administrative Office of the Court, 201 E. University Ave., Gainesville, FL 32601

## 8<sup>th</sup> Judicial Circuit, Probate Division, Gainesville

Faculty Supervisor: Professor Lee-ford Tritt  
Number of Positions: Up to 2  
Credits: Up to 6

Requisition Number: 0810044

This externship qualifies for the Estates & Trusts Certificate Program. Students work as Judicial Clerks in the Probate Division of the 8<sup>th</sup> Judicial Circuit. Students will attend hearings, research legal issues, draft orders and review court files. **NOTE:** Preference is given to students enrolled in the E&T Certificate Program.

Address cover letter to:

R. Nadine David, Staff Attorney, 8<sup>th</sup> Judicial Circuit, 201 E. University Ave., Gainesville, FL 32601

## 8<sup>th</sup> Judicial Circuit, Trial Court Staff Attorney, Gainesville

Faculty Supervisor: Professor Henry Wihnyk  
Number of Positions: Up to 3  
Credits: Up to 6

Requisition Number: 0810045

Students will work as Judicial Clerks on circuit court appellate cases and extraordinary writs, including petitions for writs of certiorari, mandamus and habeas corpus. Students will conduct research; attend hearings, draft memoranda and orders for Judges throughout the 8<sup>th</sup> Judicial Circuit.

Address cover letter to:

Bridget Baker, Trial Court Staff Attorney, 8<sup>th</sup> Judicial Circuit, Administrative Office of the Court, 201 E. University Ave., Gainesville, FL 32601

## 8<sup>th</sup> Judicial Circuit, Alachua County Judge M. Walter Green, Gainesville

Faculty Supervisor: Professor Deb Cupples  
Number of Positions: 1  
Credits: Up to 6

Requisition Number: 0809966

Student will assist judicial staff attorneys and Judge Green with legal research and drafting orders. Student will also have the opportunity to attend hearings and observe jury and non-jury trials.

## 9<sup>th</sup> Judicial Circuit Court, Various Judges, Orlando, FL

Faculty Supervisor: Professor Deb Cupples  
Number of Positions: Up to 5  
Credits: Up to 6

Requisition Number: 0810049

Students will be assigned to, and work with, Circuit Judges conducting legal research and writing, producing legal memoranda, attending hearings and other related assignments. **Pre-requisite:** Completion of Evidence.

## 13<sup>th</sup> Judicial Circuit, Circuit Court Judges, Civil & Criminal Divisions, Tampa, FL

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 6

Credits: Up to 6

**NOTE:** Students must email all application materials directly to Professor Lear, [lear@law.ufl.edu](mailto:lear@law.ufl.edu) instead of applying through the Gator Jobs system. Incomplete applications will not be considered.

Students will be assigned to, and work with, Circuit Judges conducting legal research and writing, producing legal memoranda, attending hearings and other related assignments. **Pre-requisite:** Completion of Evidence.

Address cover letter to:

Chris Nauman, Assistant Court Counsel, 800 E. Twiggs Street, Tampa, FL 33602

## 15<sup>th</sup> Judicial Circuit Court, Various Judges, West Palm Beach, FL

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 6

Credits: 6

**NOTE:** Students must apply directly to the court. To apply send a cover letter, resume, college and law school transcript (official or unofficial), three names and phone numbers of work or school related references and 5-8 page double spaced writing sample that must include legal analysis and case citations. The application deadline is 4:00 p.m. Wednesday, February 29, 2012. Applications will be reviewed as they are received and therefore the available positions may be filled prior to the application deadline.

Send materials directly to:

Amy S. Borman, General Counsel, Fifteenth Judicial Circuit, 205 North Dixie Highway - 5th Floor, West Palm Beach, Florida 33401

**NOTE:** In addition to sending application materials to the court students must email all application materials directly to the Faculty Supervisor, Professor Lear, [lear@law.ufl.edu](mailto:lear@law.ufl.edu) .

The Fifteenth Judicial Circuit is now accepting applications from 1L's and 2L's for summer judicial internships (unpaid) at the Main Courthouse in West Palm Beach, Palm Beach County, Florida. The internship program will allow the law student to observe firsthand the workings of the judiciary and legal community while reinforcing the legal research and writing skills learned in law school. The interns work on criminal and civil appellate matters as well as other assignments in the areas of civil, criminal, juvenile, family and probate law. The interns are given the opportunity to attend trials and hearings, tour the local governmental facilities and learn more about the programs offered in the Fifteenth Judicial Circuit.

**Pre-requisites:** Students must have at least a 3.0 G.P.A., possess excellent research, writing and communication skills and be proficient in word processing and computer skills

**NOTE:** Students must commit at least 10 weeks to the program. The summer program is also used to evaluate law students for clerkship opportunities following graduation.

## State Appellate Courts

*See also Program Guide, Part 1 for additional Judicial Externships that may still be available.*

### Florida Supreme Court, Tallahassee, FL --SUMMER & FALL Semesters

**The deadline for applications for this position is Friday, February 17, 2012**

Faculty Supervisor: Professor Jon Mills & Staff Attorney Tim McLendon

Number of Positions: 1 for summer 2012

Credits: 5

Requisition Number: 0810381

Students will work at the Florida Supreme Court as research aides. Students will attend oral arguments, conduct legal research on multiple subjects, prepare memoranda and summaries of cases, and discuss legal issues and cases with justices, staff attorneys and clerks. Prior to placement, students must complete an 8 hour tutorial to receive instruction on issues related to the work of the Florida Supreme Court, including Article V of the Florida Constitution, the Rules of Appellate Procedure. Students must have participated in Florida Constitutional Law or plan to in the following semester. Interviews will be conducted.

#### MEMORANDUM

#### **FLORIDA SUPREME COURT EXTERNSHIP**

**Six** credits for Summer/**Five** credits for fall and spring. Placement at Florida Supreme Court as research aides to Supreme Court justices, central staff attorneys or elsewhere in the Court during spring semester 2012. Participation will include attendance at oral arguments, legal research on multiple subjects, preparing legal memoranda and summaries of cases, and discussing legal issues and cases with justices, staff attorneys and clerks. Students will also be required to register subsequently for Florida Constitutional Law and contribute to the instruction of that class.

The Florida Supreme Court externship program has been arranged in co-operation with the Supreme Court. Other Florida law schools also participate in the program.

Professor Jon Mills and Staff Attorney Tim McLendon of the Center for Governmental Responsibility will serve as responsible faculty members. Externs will be screened through a prior application procedure, subject to approval by the Supreme Court. A staff attorney in the a office of a justice, the Clerk's Office or the Central Staff will assume direct supervision of each student as field instructor, and will ensure that the students perform the necessary 300 hours of work (ca. 20 hours per week during fall & spring semesters). Both the field instructors and the faculty member will co-operate in providing critical evaluation of the student externs' work. This externship meets all ABA standards.

The information below regarding this externship has been provided by the Florida Supreme Court.

#### **Florida Supreme Court Internship/Externship Program for Distinguished Florida Law Students**

**Program Description:** The Florida Supreme Court Internship Program for Distinguished Florida Law Students is open to qualified law students from accredited Florida law schools. Ex/Internships are available for the fall, spring, and summer semesters. For one semester, the intern will function as a law clerk to an individual justice or as a central staff law clerk working for all of the justices. Duties will include: reviewing and making recommendations on petitions for discretionary review, attorney discipline matters, and extraordinary writ petitions; and conducting legal research and preparing memoranda on pending cases. The ex/intern will have the opportunity to attend oral argument, discuss cases with staff attorneys and the assigned justice, and assist in the drafting of orders or opinions. The ex/intern also will attend special lectures, group discussions, and training sessions. The ex/intern will be awarded a certificate of recognition upon successful completion of the program.

**Prerequisites:**

- Acceptance into participating law school's extern program or some other recognized program
- Second or third-year student
- Outstanding academic record (generally top 25%); and exceptional research and writing skills
- Completion of Civil Procedure and Evidence **required**; Criminal Practice and Procedure, and Florida Constitutional Law recommended
- Certified by law school as being of good character and competent legal ability to perform as an intern for the Florida Supreme Court
- Letter of clearance as to character and fitness from the Florida Board of Bar Examiners
- Satisfactory background check by the Florida Supreme Court Marshal's Office

**Selection Process:** Each participating Florida law school selects a limited number of qualified students to participate in the program each semester. Selection is based on the student's overall record, including courses taken, grades, research and writing skills, experience, expected graduation date, and satisfactory background checks.

**Educational Objectives:** The externship offers an opportunity for students to work directly with justices, clerks and staff attorneys at the Florida Supreme Court, to expand and practice their skills in legal research and writing, and to witness firsthand the appellate review process.

**Educational Component:** There are three educational components, a pre-placement orientation, a subsequent classroom component, and a required written component.

1. Pre-placement orientation.

Students selected for participation in the Supreme Court spring externship program will participate in an eight hour pre-placement orientation, focusing on Article V, Florida Constitution, the Rules of Appellate Procedure, selected cases relating to Supreme Court jurisdiction and information about Florida's recent constitution revision process. This component will also contain a segment in which the faculty supervisors, the field placement supervisor and the students review the terms of placement and the expectations for the student.

2. Classroom requirement.

Subsequent registration and completion of the Florida Constitutional Law course (or another comparable course) is required for selected externs. The externs will undertake to assist in teaching the judicial administration component of this course, in addition to completion of a writing requirement.

3. Writing requirement.

The Curriculum Committee now mandates that all academic year externships include a written component. Selected externs must produce a substantial 25 page paper on a topic relevant to the work or jurisdiction of the Fl. Supreme Court to be agreed upon between the student, field and faculty supervisors and the responsible faculty members. Satisfactory completion of the writing requirement is now necessary before credit is given.

Course Credit: Pursuant to the new standards set by the Curriculum Committee and adopted by the faculty, the Florida Supreme Court externship program will offer **six** credits for completion of the 7-week summer program, and **five** credits for completion of the semester-long, 300 hour program in fall and spring. Credit shall be pass/fail.

Student Selection: There are usually openings for one or two student externs during fall and spring semesters, but selection will not be final until the Court has announced the availability later this semester. Criteria for selection will include completion of an application, reviewed by the faculty members and the Supreme Court. Student applicants must also complete a confidentiality agreement relative to their work at the Court. Selection is also contingent upon background review by the Florida Supreme Court.

**Term: The summer 2012 externship program will commence with orientation at the Supreme Court on May 14, 2012, and end July 6, 2012. This will allow student externs to observe oral arguments scheduled during late spring/early summer 2012.**

# NON-JUDICIAL EXTERNSHIPS

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## *Bankruptcy Law*

### U.S. Department of Justice, U.S. Trustee Program, Miami, FL

Faculty Supervisor: Professor Jeff Davis

Number of Positions: 1

Credits: Up to 6

Requisition Number: 0810203

The United States Trustee Program is a component of the Department of Justice that seeks to promote the efficiency and protect the integrity of the Federal bankruptcy system. The Program monitors the conduct of bankruptcy parties and private estate trustees, oversees related administrative functions, and acts to ensure compliance with applicable laws and procedures. It also identifies and helps investigate bankruptcy fraud and abuse in coordination with U.S. Attorneys, the FBI, and other law enforcement agencies. Students will assist field attorneys in: preparing for bankruptcy court appearances, developing bankruptcy fraud referrals, screening cases for debtor abuse of the Bankruptcy Code, and reviewing documents in Chapter 11 cases. Students will conduct legal research, write memoranda, draft judicial orders and observe courtroom proceedings.

## *Children and Families*

### Children's Legal Services, Gainesville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810152

This externship qualifies for the Family Law Certificate Program. Children's Legal Services (CLS) is the Department of Children and Families law firm and represents the State of Florida in child welfare matters. Students will assist CLS attorneys preparing for adjudicatory hearings, draft dependency petitions, conduct legal research, attend depositions, observe child protective investigators, attend docket day, family team conferences, case staffings, and mediations. **Pre-requisite:** Completion of a Family Law course. Child, Parent, State or Perspectives on the Family recommended.

### Guardian ad Litem, 8<sup>th</sup> Judicial Circuit, Gainesville

Faculty Supervisor: Professor Shani King

Number of Positions: Up to 3

Credits: Up to 6

Requisition Number: 0810173

This externship qualifies for the Family Law Certificate Program. The Guardian ad Litem Program acts to protect the rights and advocates for the best interests of children involved in dependency court proceedings as a result of abuse, neglect or abandonment. Students will observe dependency court, research legal issues, and participate in case work organization.

## Three Rivers Legal Services, Inc., Family Law, Gainesville & Lake City, FL

Faculty Supervisor: Professor Shani King for Gainesville  
Faculty Supervisor: Professor John Stinneford for Lake City  
Number of Positions: Up to 3 in each city  
Credits: Up to 6

Gainesville - Requisition Number: 0810174  
Lake City - Requisition Number: 0810175

This externship qualifies for the Family Law Certificate Program. Three Rivers Legal Services, Inc. is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients in seventeen counties throughout North Florida. TRLS assists persons seeking a divorce, child custody and paternity issues (outside of a dissolution), guardian advocacy (for adult dependants), and occasionally, adoptions or temporary custody by relatives. Students will gain experience in legal research, analysis, writing, and client interviewing and communication.

## Corporate Law

### The Summer 2012 Corporate externships are awaiting law school approval

If approved, these opportunities will be offered to students at a later date. Corporate externship sites include:

Adventist Health System, Winter Park, FL  
Discovery Networks Latin America, Miami, FL  
Fidelity National Financial Group, Jacksonville, FL  
Florida Power & Light Group, Litigation Group, Juno Beach, FL (Environmental Law)  
Florida Power & Light Group, Nuclear Group, Juno Beach, FL (Environmental Law)  
HD Supply, Atlanta, GA & Orlando, FL  
Health Management Associates, Inc., Naples, FL  
Jabil Circuit Inc., St. Petersburg, FL  
Ladies Professional Golf Association (LPGA), Daytona Beach, FL  
Office Depot, Inc., Boca Raton, FL  
Tech Data, Clearwater, FL  
TECO Energy, Tampa, FL

## Criminal Law

### Office of the Attorney General, Tallahassee, FL

Faculty Supervisor: Professor Mary Adkins  
Number of Positions: 1  
Credits: Up to 6

Requisition Number: 0810102

This externship provides experience in criminal appellate matters handled by the Florida Attorney General's Office. Students will develop research and writing skills by writing legal memoranda, appellate briefs, or both. Students will participate as members of moot court panels for the attorneys as they prepare for their arguments. **Pre-Requisite:** Interest in Criminal Law and Appellate Law required. Students with strong understanding of criminal procedure and evidence are preferred.

## Office of the Attorney General, Solicitor General, Tallahassee, FL

Faculty Supervisor: Professor Mary Adkins

Number of Positions: 1

Credits: Up to 6

Requisition Number: 0810103

This externship provides experience in appellate matters handled by the Office of the Solicitor General. Students will further develop their research and writing skills by working on legal memoranda, appellate briefs, or both. Attendance at oral arguments at First DCA and Florida Supreme Court is likely.

**Pre-requisites:** 1) Students must be in the top 20% of their class, 2) a member of either law review or journal or a member of moot court team, 3) have received an A in Constitutional Law or Florida Constitutional Law; or an A in Legal Research and Writing.

## Office of the Attorney General, Economic Crimes Division, West Palm Beach, FL

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 3

Credits: Up to 6

Requisition Number: 0810223

This externship provides experience in criminal appellate matters handled by the Florida Attorney General's Office. Students will develop research and writing skills by writing legal memoranda, appellate briefs, or both. Students will participate as members of moot court panels for the attorneys as they prepare for their arguments.

**Pre-Requisite:** Interest in Criminal Law and Appellate Law required. Students with strong understanding of criminal procedure and evidence are preferred.

## Office of the Attorney General, Office of Statewide Prosecution, Varies, FL

Faculty Supervisor: Professor Mike Seigel

Number of Positions: Up to 2

Credits: 6

The Office of Statewide Prosecution investigates and prosecutes multi-circuit organized crime and assists other law enforcement officials in their efforts against organized crimes. The prosecutors in the Office work regularly with their federal and state counterparts to coordinate efforts against criminal activity.

Applicants must submit all application materials prior to April 12, 2012. The application packet must include:

- A completed Intern Application Form – found on-line at [www.myfloridalegal.com](http://www.myfloridalegal.com) (type internship in the SEARCH box and on the law school externship web site.
- A resume
- Official transcript

Applicants will be expected to provide a writing sample, at the time of interview, if selected. Letters of recommendation are helpful, but not required.

Students must email application materials to [recruiting.desk@myfloridalegal.com](mailto:recruiting.desk@myfloridalegal.com) or send via US mail to: Human Resources, Office of the Attorney General, The Capitol PL-01, Tallahassee, FL 32399-1050

## Office of the Attorney General, Various Offices and Locations, FL

Faculty Supervisor: TBD  
Number of Positions: Varies  
Credits: Up to 6

**NOTE:** Students must apply directly to the Florida Attorney General's Office in the city they wish to work (not through the Gator Jobs system). For applications, see [www.myfloridalegal.com](http://www.myfloridalegal.com) and type internship in the SEARCH box. The application deadline for summer is April 14, 2012. If accepted, students must undertake the administrative requirements at the College of Law in order to qualify as an extern. Curriculum Committee approval is required for all cities except Jacksonville, Orlando, Tallahassee and West Palm Beach. The administrative deadline for new externships is April 1.

Students will work in a wide variety of areas including but not limited to; statewide prosecution, economic crimes, Medicaid fraud, criminal appeals, complex litigation and eminent domain. Students will conduct legal research, draft legal documents (including subpoenas), verify and review complaints from consumers and develop ongoing investigations through the discovery stages. **Pre-requisite:** Students must be able to work a minimum of 20 hours per week.

## Public Defender's Office, Gainesville & Orlando, FL

Faculty Supervisor: Professor Monique Haughton  
Number of Positions: 3 to 6  
Credits: Up to 6

Requisition Number: 0810378

Students will accompany assistant public defenders to court appearances in felony, misdemeanor, juvenile and traffic divisions. Students will attend client interviews, arraignments, first appearances, plea negotiations, and depositions. Students will be assigned a variety of research, writing, and drafting tasks. Completion of Criminal Procedure and Evidence is recommended. In your cover letter, please list, in order of preference, the cities that you would be willing to accept a position in. Do not list a city unless you would actually work there.

**NOTE:** Professor Haughton will supervise additional students working in Public Defender's offices around Florida. If you have a summer job in a Public Defender's office or are interested in working in a Public Defender's office (other than Gainesville or Orlando), please contact that office in addition to Professor Haughton for approval.

## State Attorney's Office, Criminal Division, Various Locations, FL

Faculty Supervisor: Professor George Dekle  
Number of Positions: Up to 4 positions in each office  
Credits: Up to 6

Requisition Number: 0810493

**Locations:** Gainesville, Ft. Lauderdale, Palatka

Students will assist prosecutors with reviewing statements, depositions, reports, court files, and evidence. Students will conduct legal research; write legal memoranda, and motions and proposed orders. Student will also assist with trial preparation tasks, such as witness preparation and preparation of tangible evidence.

In your cover letter, please list, in order of preference, all of the cities that you would be willing to accept a position in. Do not list a city unless you would actually work there. **City preference is not guaranteed.** Professor Dekle will try to match your first or second choice. Applicants must demonstrate superior legal research and writing abilities. **NOTE:** Students must submit completed State Attorney's Office Background Check Authorization and Extern Information forms located at the end of this packet. **These forms must be attached as one document to the on-line application. Attach as Additional Document 2.**

**NOTE: Additional requirements for the State Attorney's Office Criminal Law Externship:**

(1) Pre-placement reading requirements to acquaint the students with the substantive law and legal procedures they will be working with (this info will be posted on TWEN).

(2) A full day orientation and training program is required. This orientation is always scheduled on the Thursday, prior to the first day of classes for the term of the externship. This is the ONLY date for the orientation. Students who do not attend will be excluded from the externship.

**FALL SEMESTER: U.S. Attorney's Office, Middle & Northern Districts of Florida**

Faculty Supervisor: Professor Michael Seigel

Credits: 6

Number of Positions: **Middle District:** 2 each for Tampa, Orlando & Jacksonville; 1 for Ft. Myers  
**Northern District:** 1 each in Tallahassee, Gainesville & Pensacola

Requisition Number: 0810384

Applications are being accepted for FALL 2012 semester. Students will assist with legal work for the United States Attorney's Office. The office has Civil, Criminal, and Appellate Divisions. Students will conduct legal research, write legal memoranda, draft pleadings, and assist in trial preparation. Opportunities to observe hearings, trials, and arguments will be made available. On-site supervision will be by an Assistant United States Attorney. Two seminar meetings, one prior to the start of the externship and one at the conclusion of the externship are required. Completion of an exercise designed to cause reflection on the field experience is required prior to the second class. A scholarly paper of 12-15 pages on a topic of federal law, ethics or procedure is required. The paper is due no later than the last day of classes of the following semester (except for graduating seniors).

In your cover letter, please list, in order of preference, all of the cities that you would be willing to accept a position in. **Do not list a city unless you would actually work there.** Professor Seigel will try to match your first or second choice. City preference is not guaranteed. **Pre-requisite:** Must be United States citizen. **NOTE:** The USAO Middle District requires a Pre Interview Questionnaire to be completed. **This form must be attached to the on-line application as Additional Document 2.** Security paperwork must be completed and clearance obtained.

## U.S. Attorney's Office, Southern District, Various Locations, FL

Faculty Supervisor: Professor John Stinneford

Number of Positions: Between 8 and 15 total - Miami, Ft. Lauderdale & West Palm Beach

Credits: 5 to 6

**NOTE:** Students must apply directly to the Southern District U.S. Attorney's Office. Application materials include: Cover letter, resume, unofficial transcript, writing sample and dates available. Send completed materials to [usafis.internprogram@usdoj.gov](mailto:usafis.internprogram@usdoj.gov). The deadline for applications is February 15, 2012. If selected, students must contact both the Faculty Supervisor and the Externship Coordinator upon acceptance.

The USAO for the Southern District of Florida is responsible for investigating and prosecuting federal crimes and representing the United States in civil matters in the district. The office also represents the United States in appeals before the 11<sup>th</sup> Circuit Court of Appeals. Students will be given assignments in as many different divisions and units as possible, providing exposure to a wide variety of practice areas.

Students can expect to do research and assist in the drafting of legal memoranda, motions and briefs suitable for filing in the U.S. District Court and the Court of Appeals. Students may also participate in activities such as visits to other federal agencies, meetings with federal agents, and tours of institutions relevant to the federal criminal justice system. **Pre-requisite:** Must be a U.S. Citizen. Background check is required. **NOTE:** Selected students must work at least 240 hours for 8 to 10 weeks.

## Domestic Violence

### Intimate Partner Violence Assistance Clinic, Shands Teaching Hospital, Gainesville

Faculty Supervisor: Professor Teresa Drake

Number of Positions: Up to 4

Credits: Up to 6

Requisition Number: 0810108

This externship qualifies for the Family Law Certificate. Students will have extensive exposure to domestic violence issues and the workings of an interdisciplinary team comprised of medical personal, social workers, victim advocates and lawyers. Students will conduct legal interviews with victims of domestic violence, including dangerousness assessments and safety planning. Students will assist in preparing legal memoranda, pleadings, responses to discovery, and proposed orders for cases litigated by the Director of IPVAC. These cases may run the gamut of civil family law issues, including, but not limited to Injunctions for Protection of Domestic Violence, Dissolution of Marriage, and Child Support/Custody.

### State Attorney's Office, Domestic Violence Unit, Gainesville

Faculty Supervisor: Professor George Dekle

Number of Positions: Up to 4

Credits: Up to 6

Requisition Number: 0810205

This placement qualifies for the Family Law Certificate Program. Students will work with State Attorneys, who prosecute domestic violence cases. Students will assist in interviewing victims and witnesses, preparing cases for trial, including research, discovery requests and subpoenas, and observe trials.

Students must submit completed State Attorney's Office Background Check Authorization and Extern Information forms located at the end of this packet. **These forms must be attached to the on-line application as one document. Attach as Additional Document 2.**

**NOTE: Additional requirements for the State Attorney's Office Criminal Law Externship:**

(1) Pre-placement reading requirements to acquaint the students with the substantive law and legal procedures they will be working with (this info will be posted on TWEN). (2) A full day orientation and training program is required. This orientation is always scheduled on the Thursday, prior to the first day of classes for the term of the externship. This is the ONLY date for the orientation. Students who do not attend will be excluded from the externship.

## Three Rivers Legal Services, Inc., Domestic Violence, Gainesville

Faculty Supervisor: Professor Shani King for Gainesville

Number of Positions: Up to 3

Credits: Up to 6

Requisition Number: 0810212

This placement qualifies for the Family Law Certificate Program. Three Rivers Legal Services, Inc. is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients. Students gain experience in counseling victims on their legal rights, preparing for and attending hearings on injunctions for protection against domestic violence, doing outreach work advising victims on their rights, working with shelters to protect victims, working with court personnel and local law enforcement to facilitate the procuring and service of domestic violence injunctions, and other relevant community education.

## Environmental & Land Use Law

### Center for International Environmental Law, Washington, DC

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: Varies

Credits: Up to 6

**NOTE:** Students must apply directly to the CIEL. To apply, please send a cover letter, resume, and short writing sample to [info@ciel.org](mailto:info@ciel.org), or mail them to: Center for International Environmental Law, Attention Intern Coordinator, 1350 Connecticut Avenue, N.W., Suite 1100, Washington, D.C. 20036. If accepted, students must contact both the Faculty Supervisor and the Externship Coordinator to ensure that all requirements for UF externs are met before the administrative deadline (April 1).

Responsibilities include researching and writing about areas of international law and policy; assisting with policy analysis and advocacy; attending meetings and conferences; assisting with the production of CIEL publications; and otherwise working closely with CIEL staff on various projects. Successful applicants generally possess excellent research and writing skills and a strong dedication to public interest law. This placement is subject to national selection process, field office deadlines, and is highly competitive. Applications are accepted on a rolling basis for Fall, Spring and Summer.

## County Attorney's Office, Various Locations

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: at least 1 in each city

Credits: 6

Brevard County, Melbourne - Requisition Number: 0810143

Orange County, Orlando - Requisition Number: 0810144

Pasco County, New Port Richey - Requisition Number: 0810145

Seminole County, Sanford - Requisition Number: 0810146

Students will develop knowledge of numerous substantive areas of law including land use, environmental, local government, eminent domain, inverse condemnation, contracts and litigation. Students will perform research and writing and assist attorneys with other relevant matters.

## EarthJustice, Tallahassee, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: 0810109

Earthjustice is a non-profit public interest law firm dedicated to protecting natural resources and wildlife. Students will attend hearings and oral arguments and will participate in ongoing and potential cases related to water and endangered species law. Students will perform two to five significant legal research assignments and assist attorneys with a variety of litigation matters. **Pre-Requisite:** Natural Resources or Environmental Law (may be waived by faculty supervisor).

## Environmental Law Alliance Worldwide, Eugene, OR

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: Up to 2

Credits: Up to 6

**NOTE:** Students must apply directly to ELAW. To apply for summer, please email a cover letter, resume, writing sample (less than 10 pages), and a list of three references (including phone numbers) to: [elawus@elaw.org](mailto:elawus@elaw.org). Applications should be submitted by February 25th. ELAW begins interviewing selected applicants in early March. If accepted, students must contact both the Faculty Supervisor and the Externship Coordinator to ensure that requirements for UF externs are met before the administrative deadline (April 1).

The U.S. office of ELAW gives public interest environmental lawyers around the world access to the scientific and legal resources in the U.S. Students assist the Staff Attorneys in responding to requests for assistance from overseas advocates. Projects may include obtaining information about multinational companies; identifying model statutes and regulations; researching case precedents; or evaluating legal doctrines and theories. Successful applicants generally possess excellent research and writing skills and a strong dedication to public interest environmental law. Proficiency in a language or languages other than English is preferred, but not required.

## Environmental Protection Agency, Region III, Philadelphia, PA

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810385

The EPA works with U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy. Students will be expected to complete research and writing assignments. Students may assist attorneys with a variety of environmental enforcement matters. **Pre-Requisite:** Environmental Law or Administrative Law (may be waived by the faculty supervisor).

## Environmental Protection Commission, Hillsborough County, Tampa, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810112

Students will work on environmental issues, such as restoring America's Everglades; improving air quality; restoring and protecting the water quality in Florida's springs, lakes, rivers and coastal waters, and conserving environmentally sensitive lands. Students will observe Commission meetings, staff meetings, and negotiations, assist in drafting legal documents (e.g. – complaints, settlements, motions, etc.), perform legal research, and attend field investigations.

## Environmental Protection Department, Alachua County Forever, Gainesville

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810110

Alachua County Forever acquires, manages, and improves environmentally significant lands to protect water resources, wildlife habitat, and to provide natural areas suitable for resource-based recreation. Students will work on a variety of assignments including a land conservation master plan for Alachua and surrounding counties. Students will work on legal strategies and remedies related to land use and planning law, property law, the Comprehensive Growth Management Act, Internal Revenue Code, and many others. Students will engage in research, writing and drafting projects.

## Florida Division of Administrative Hearings, Tallahassee, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810113

Students will develop knowledge of numerous substantive areas of law, including administrative law, environmental law, water law, other areas of government regulation, and litigation. Students will conduct legal research and draft Recommended Orders and Final Orders resulting from formal administrative hearings. Students will review pleadings and other legal documents. Students will observe administrative hearings. There is substantial legal research and writing involved. Florida Administrative Law, Environmental Law and Evidence preferred, but not required.

## Florida Fish & Wildlife Conservation Commission, Tallahassee, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: 0810114

Attorneys provide legal services for the FWC or coordinate through the Attorney General's Office or the Florida Division of Risk Management. The Legal Office represents the FWC in litigation, prepares legal opinions, develops and reviews contracts and other legal instruments, drafts and reviews legislation and rules, and provides general legal counsel relating to FWC operations. Students will perform legal research and writing on issues related to water law, wildlife resources and other environmental laws, and/or land management law. Students will assist attorneys with a variety of litigation matters. **Pre-requisite:** Completion of Environmental Law or Natural Resources Law and either Administrative Law or Florida Administrative Law (may be waived by faculty supervisor).

## National Oceanic & Atmospheric Administration, St. Pete, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: 0810138

The National Oceanic and Atmospheric Administration is part of the U.S. Commerce Department. NOAA attorneys handle enforcement cases involving complex federal natural resource statutes, including the Clean Water Act and the Marine Protection, Research and Sanctuaries Act, among others. The externship will help the student to develop knowledge of the federal regulatory scheme governing fisheries and federal administrative law. The student will perform research and writing and assist attorneys in the work of the office which includes regulation development and defense, enforcement litigation, and oil spill assessment and compensation.

## New Orleans Redevelopment Authority (NORA), New Orleans, LA

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: Up to 2

Credits: 6

Requisition Number: 0810139

Students will be introduced to the work of a public sector urban real estate redevelopment agency. A key objective will be to introduce the student to the research, analysis, strategy, and implementation necessary to overcome potential redevelopment roadblocks. Students will have firsthand exposure to the unique circumstances, problems, and redevelopment opportunities surrounding government response to catastrophic disasters, such as the City of New Orleans' experience with Hurricane Katrina and the ongoing recovery effort.

**Pre-requisite:** Completion of Property.

## Public Trust Environmental Law Institute of Florida, Jacksonville, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: 0810148

The primary focus of the Public Trust Environmental Legal Institute of Florida is the protection of the City of Jacksonville's Preservation Project and other federal and state preserved lands and waters. PTELIF pursues legal means, including litigation, to protect and preserve the public lands and waters within the Public Trust. Student will be introduced to a mix of environmental and land use law issues that implicated public trust land or waters or publicly owned lands. Student will engage in research, writing and drafting projects.

## St. John's River Water Management District, Palatka, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: 0810149

Florida is divided into five water management districts to preserve and manage Florida's water resources. The St. Johns River Water Management District is responsible for managing groundwater and surface water resources in all or part of 18 counties in northeast and east-central Florida. Student will perform legal research and writing on issues related to water law, other environmental laws, and/or land management law. Student will assist attorneys with a variety of litigation matters and provide legal advice to District technical staff on issues related to permitting. **Pre-requisite:** Environmental Law or Natural Resources Law and either Administrative Law or Florida Administrative Law (may be waived by faculty supervisor).

## The Nature Conservancy, Altamonte Springs, FL

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: 6

Requisition Number: 0810150

The Nature Conservancy is the leading conservation organization working around the world to protect ecologically important lands and waters. Student will undertake research, writing and drafting assignments and attend meetings related to conservation, including conservation easements, regulatory requirements of government land acquisition programs, legislative initiatives and real estate transactions, with a focus on preserving plants, animals and natural communities and the lands and waters they need to survive.

## U.S. Environmental Protection Agency, Washington, DC

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Credits: Up to 6

Requisition Number: 0810386

The EPA works with U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy. Students will be expected to complete research and writing assignments. Students may assist attorneys with a variety of environmental enforcement matters. **Pre-Requisite:** Environmental Law or Administrative Law (may be waived by the faculty supervisor).

## U.S. Environmental Protection Agency, Office of Administrative Law Judges, Washington, DC

Faculty Supervisor: Professor Mary Jane Angelo

Number of Positions: 1

Number of Credits: 6

Requisition Number: 0810387

The U.S. Environmental Protection Agency's Office of Administrative Law Judges (OALJ) is an independent office in the Office of the Administration of the EPA. The Administrative Law Judges conduct hearings and render decisions in proceedings between the EPA and persons, businesses, government entities, and other organizations which are or are alleged to be regulated under environmental laws. Administrative Law Judges preside in enforcement and permit proceedings in accordance with the Administrative Procedure Act. Most enforcement actions initiated by the EPA are for the assessment of civil penalties.

Students will gain experience performing legal analysis and applying legal principles and analysis to cases actively pending before the court. Assignments will be complex and challenging, and will include discussing issues with the judge and law clerks, reviewing case files, performing legal research, observing courtroom proceedings, writing case summaries and drafting bench memoranda.

# Federal Government

## Office of Government Information Services, Washington, DC

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 2

Credits: 5 to 6

Requisition Number: 0810388

Students will assist with Freedom of Information Act legal research. Students will assist in mediation disputes; conduct and compile agency practice data to assist with compliance reporting; and draft memoranda, regulations and reports on related FOIA issues. Students will also interact with agency FOIA officials and members of the FOIA requester community and attend FOIA training sessions and other events as they arise, such as Congressional hearings. Students who have an interest in the FOIA and dispute resolution are preferred.

## Securities & Exchange Commission, Miami, FL, Atlanta, GA, Washington, DC

Faculty Supervisor: Professor Stu Cohn

Number of Positions: Up to 2 in each office

Credits: 6

**NOTE:** Students must apply directly to the regional office in the city they wish to work (instead of through the Gator Jobs system). If accepted, they will then undertake the administrative requirements at the College of Law in order to qualify as an extern. Curriculum Committee approval is required for all cities except Miami, Atlanta and Washington. If accepted, students must contact both the Faculty Supervisor and the Externship Coordinator to ensure that all requirements for UF externs are met before the administrative deadline (4/1).

Students will gain exposure to various aspects of the securities regulation at a federal level, including but not limited to: Examination Division-working with SEC staff and attorneys regarding the compliances of securities offerings and exemptions; Students will attend, observe, and assist in the preparation of hearings, depositions, settlement meetings, etc. Corporations, Legal Drafting and a course in Sales are preferred.

## U.S. House of Representatives, Committee on the Judiciary, Washington, DC

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 2

Credits: 6

**NOTE:** Students must apply directly to the Committee on the Judiciary's website instead of through the Gator Jobs system. If selected, students must contact both the Faculty Supervisor and the Externship Coordinator upon acceptance. The deadline for summer applications is March 15, 2012. Please see the Committee's website at <http://judiciary.house.gov/about/internship.html> for more details and for application information.

The Committee on the Judiciary offers law students an opportunity to experience the operations of a congressional committee firsthand and learn about the important role that House committees in the House of Representatives play in the legislative process. The Committee on the Judiciary has jurisdiction over a wide range of legislative and oversight issues which include constitutional amendments, litigation reform, patent and trademark law, federal criminal law, federal civil rights law, anti-terrorism, immigration and naturalization, and antitrust. Students are generally placed - based on their areas of interest and experience - with the Full Committee or one of the five subcommittees.

# *Health Care Law*

## **Shands Legal Services, Gainesville**

Faculty Supervisor: Professor Leslie Knight

Number of Positions: Up to 3

Credits: Up to 6

Requisition Number: 0810176

Students will work with a wide range of legal issues encountered in a large teaching/research hospital. Students will engage in a variety of research, writing, drafting, interviewing, and clinical tasks. Students may participate in consults/team projects with medical and other professionals, and may attend court, hearings, and meetings with patients/families and Physicians. MD, RN, MPH or other health-related degrees or experience preferred.

## **Miami Dade Health Department, Miami, FL.**

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810401

The State of Florida's Department of Health's Legal Division for Miami-Dade and Monroe Counties work for the public health interests of more than two million residents. Diverse subjects include AIDS and the law, environmental health law along with contracts, labor relations and risk management techniques. Counsel prosecute on-sight sewage disposal system, swimming pool, tattoo parlor, body piercing establishment, food & group care facility cases, seek injunctions to close business establishments which create sanitary nuisances (adult book stores and peep shows), as well as prosecute other facilities that endanger the health, safety and welfare of their clients or residents. Counsel participates in drafting department rules and regulations, and proposed legislation. Counsel obtains probate orders to commit persons infected with tuberculosis to the hospital for treatment. The Legal Office also is responsible for traditional areas of practice, such as civil litigation, client counseling, and appellate practice, as well as administrative practice including disciplinary actions, and medical records confidentiality (HIPPA) and public records issues.

Students will conduct research, draft legal memoranda, and assist with other aspects of ongoing litigation and/or appeals. Students will conduct research and draft documents, resources, and publications on a variety of legal and political issues; and interview individuals contacting the office.

## *Higher Education Law*

### **Santa Fe College, Office of the General Counsel, Gainesville**

Faculty Supervisor: Professor Silvia Menendez

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810177

Students will obtain valuable hands on experience in the practice of higher education law for a large public college with a variety of 2 year and 4 year degree programs. This externship will provide students the opportunity to gain exposure to an in-house legal practice and to matters and issues unique to a state institution. Students will assist an office of 3 attorneys who handle a wide variety of legal issues, including governance and administrative law issues, college contracting, student affairs, labor and employment law, real estate and construction law, and public records and open meetings law. The work will include research, drafting and other projects. Students will be expected to perform legal analysis and provide recommendations for resolving issues. Students may have the opportunity to attend meetings and judicial proceedings.

### **University of Florida, Office of Student Legal Services, Gainesville**

Faculty Supervisor: Professor Silvia Menendez

Number of Positions: 1

Credits: Up to 6

Requisition Number: 0810180

The student will obtain valuable hands on experience in the practice of law in a professional office offering legal services to full time students at the University of Florida. The student will observe and conduct (on a limited basis and under the supervision of an attorney) client intake and provide the attorney with an opinion as to the legal issue and observations of a client's case; research legal issues and prepare memorandum of law; contact clients, opposing parties/attorneys, or third-parties to follow-up on necessary information; draft correspondence to clients and opposing parties; draft petitions, motions, discovery, and other court documents; and assist the attorney with preparation for occasional court proceedings.

### **University of Florida, Office of the Vice President & General Counsel, Gainesville**

Faculty Supervisor: Professor Leslie Knight

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810181

Students will gain experience in the practice of higher education law for a large, public university. This externship will provide students with the opportunity to gain exposure to an in-house legal practice and to matters and issues unique to a state entity. Students will assist an office of 11 attorneys and work on a wide variety of legal issues including governance and administrative law issues, university contracting, IP law, student affairs, employment, real estate, constitutional, athletics, health care law, public records and open meetings law. Students will also work on projects regarding St. Augustine Preservation.

## University of Florida Foundation, Inc., Gainesville

Faculty Supervisor: Professor Sylvia Menendez

Number of Positions: 1

Credits: Up to 6

Requisition Number: 0810179

The student will gain valuable, hands on experience in the practice of law in a non-profit corporate setting. The student will learn about the specific challenges and issues presented to a large university foundation, including the administration of grant agreements, negotiation of contracts, internal corporate issues, and gifts from estates and trusts. Attorneys at the Foundation practice in the areas of real estate planned giving, estates and trusts, contracts, corporations, and taxation. The student will have the opportunity to review contracts, real estate conveyances and sales, estate plans, and gift agreements.

**NOTE:** The Higher Education externships are highly confidential. Confidential matters will not be disclosed by the student, including in journals and discussions with Faculty Supervisors.

## *Housing Law*

### Community Legal Services of Mid-Florida (CLSMF), Ocala & Daytona Beach, FL

Faculty Supervisor: Professor Dawn Jourdan

Number of Positions: 1 for each office

Credits: Up to 6

Ocala - Requisition Number: 0810184

Daytona Beach - Requisition Number: 0810185

Students will perform legal research and legal drafting for staff attorneys regarding fair housing, affordable housing, and foreclosure defense. Students will also be given opportunities to assist with projects, attend substantive law unit meetings with attorneys from other CLSMF offices, and assist with trial preparation. **Pre-requisite:** Affordable Housing and/or Poverty Law recommended but not required.

## Human Rights Law

### Innocence Project of Florida, Inc., Tallahassee, FL

Faculty Supervisor: Professor Meshon Rawls

Number of Positions: Up to 4

Credits: Up to 6

Requisition Number: 0810186

This externship will educate students in post conviction law, collateral criminal procedure, the law governing wrongful arrest, prosecution and incarceration, habeas corpus law and procedure, the law of capital punishment. Students will develop proficiency in legal drafting, case review skills and litigation preparation. **Pre-requisite:** Completion of Criminal Law and Professional Responsibility.

**NOTE:** In addition to the application package, students must submit a one page written essay explaining their interest in this externship. Essays will be evaluated based on students' interest in criminal law, interest in public interest law, and interest in post-conviction representation of prisoners raising claims of actual innocence. **The essay must be attached to the on-line application as Additional Document 2.**

### Inter-American Institute of Human Rights, San Jose, Costa Rica

Faculty Supervisor: Professor Tom Ankersen

Number of Positions: 1

Credits: Up to 6

Requisition Number: 0810186

Students will conduct research in support of human rights advocacy in the Americas. Students will participate in activities such as workshops, training sessions, and negotiations with the Institute. **Pre-requisite:** Spanish fluency is required. **NOTE:** Externs must also participate in the UF Law Costa Rica program.

## Immigration Law

### Dept. of Homeland Security, Immigration & Customs Enforcement, Miami, FL

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 2

Number of Credits: 6

U.S. Immigration and Customs Enforcement (ICE), is the principal investigative arm of the [U.S. Department of Homeland Security \(DHS\)](#) and the second largest investigative agency in the federal government. This externship will allow students to observe the workings of the Office of Homeland Security while reinforcing the legal research and writing skills learned in law school. Students will be given the opportunity to attend hearings in federal court as well as participate in agency immigration enforcement activities.

**NOTE:** Applications will be accepted through the Spring OCI process.

## U.S. Department of Justice, Executive Office for Immigration Review, Orlando, FL

Faculty Supervisor: Professor Elizabeth Lear

Number of Positions: Up to 2

Number of Credits: 6

**NOTE:** Students must apply directly to the Court via email to [yasmin.Elhady-Kureshi@usdoj.gov](mailto:yasmin.Elhady-Kureshi@usdoj.gov). Address letters to Yasmin Elhady-Kuresh, Attorney Advisor, Orlando Immigration Court, 3535 Lawton Road, Suite 200, Orlando, FL 32803. The deadline for applications is February 15, 2012. Selected students must work at least 240 hours for 8 to 10 weeks. If selected, students must contact both the Faculty Supervisor and the Externship Coordinator upon acceptance. Applications will be accepted between February 1 and February 15, 2012 for summer. Please note that the writing sample should be no greater than 10 pages.

This externship offers an excellent opportunity to develop research and writing skills as well as an understanding of immigration law and procedure as it relates to removal and deportation issues. Students will become familiar with the Immigration and Nationality Act, the Code of Federal Regulations, and immigration case law set forth by the Board of Immigration Appeals and the United States Court of Appeals for the Eleventh Circuit. The jurisdiction of the Immigration Courts includes all matters brought before the Court by the U.S. Department of Homeland Security. The immigration judges at the Orlando Immigration Court preside over formal immigration hearings to determine whether aliens are deportable, excludable, inadmissible or removable from the United States. In addition, the judges have jurisdiction to consider applications for various forms of discretionary and mandatory relief, including various waivers, adjustment of status, cancellation of removal, asylum, withholding of removal, and protection under the United Nation's Convention Against Torture. **Pre-requisite:** Must be a U.S. Citizen and strong research and writing skills. Prior knowledge of immigration law is preferred.

## *Intellectual Property Law*

### World Intellectual Property Organization (WIPO), New York, NY

Faculty Supervisor: Professor Elizabeth Rowe

Number of Positions: 1

Credits: 6

Requisition Number: 0810188

Students will work as externs in WIPO's New York Office, located in the United Nations Building. WIPO is an international organization that administers most of the principal international treaties relating to patents, copyright, trademarks, and other forms of intellectual property (IP). WIPO also advises and assists developing countries in respect to IP issues, and provides an educational outreach to the general public. Students would be assigned to a work on a variety of IP-related projects and have access to internal UN meetings, to take notes and draft reports for forwarding to the Geneva Headquarters. A scholarly paper on a topic to be determined by the professor and the student will be due no later than the last day of classes for the semester following completion of the externship. (Excepting graduating seniors) **Pre-requisite:** Completion of at least one IP course, preferably Copyrights, Patents, or Trademarks.

## *Labor Law*

### National Labor Relations Board, Tampa, FL

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810189

The National Labor Relations Board is an independent federal agency created to safeguard employees' rights to organize and to determine whether to have unions as their bargaining representative. Students will assist in processing representation cases, conducting elections, investigating challenged ballots and objections to elections and investigating unfair labor practice charges. Students will conduct legal research, take affidavits, and draft legal documents.

## *Local Government Law*

### Office of the City Attorney, Gainesville

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810192

Students will assist in the variety of practice areas handled by the City Attorney's Office. Students must attend an 8 hour tutorial and assemble a portfolio of assigned work to be reviewed as requested by the faculty supervisor. Students will be interviewed by the supervising attorney and will be responsible for developing a mutually agreeable work schedule prior to the beginning of the externship. **Pre-requisite:** Successful completion of Professional Responsibility and Legal Research & Writing are preferred. 3<sup>rd</sup> Year law students preferred. The faculty and field supervisors and student will conduct a pre-placement orientation by phone prior to the first week of the placement.

### Office of the City Attorney, Palm Beach, FL

Faculty Supervisor: Professor Mark Fenster

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810191

Students will assist in the variety of practice areas handled by the City Attorney's Office. Students must attend an 8 hour tutorial and assemble a portfolio of assigned work to be reviewed as requested by the faculty supervisor. Students will be interviewed by the supervising attorney and will be responsible for developing a mutually agreeable work schedule prefaced upon the needs of the department and student's class scheduled prior to the beginning of the externship. **Pre-requisite:** Successful completion of Professional Responsibility and Legal Research & Writing are preferred. 3<sup>rd</sup> Year law students preferred.

## Office of the County Attorney, Gainesville & Bronson

Faculty Supervisor: Professor Deb Cupples  
Number of Positions: 2  
Credits: 2

Gainesville - Requisition Number: 0810192  
Bronson - Requisition Number: 0810193

Students will work with Assistant County Attorneys. The work may consist of drafting contracts, litigation documents and legislative documents, attending hearings and negotiations (where appropriate), and researching legal issues. **Pre-requisite:** Successful Completion of Legal Drafting.

## Office of the County Attorney, St. Johns County, St. Augustine, FL

Faculty Supervisor: Professor Mark Fenster  
Number of Positions: Up to 2  
Credits: Up to 6

Requisition Number: 0810194

Students will work with Assistant County Attorneys. The work may consist of writing legal opinions and written memoranda, preparing proposed ordinances and resolutions, including land use regulations, and conducting legal research on matters relating to administration of County government. Students may also assist with the preparation of legal documents such as contracts, leases and deeds. Students must attend an 8 hour tutorial and assemble a portfolio of assigned work to be reviewed as requested by the faculty supervisor. **Pre-requisite:** Successful Completion of Legal Drafting and at least a 2.8 GPA. Background clearance is required.

## *Public Interest and Civil Rights Law*

### Agency for Persons with Disabilities (APD), Gainesville

Faculty Supervisor: Meshon Rawls  
Number of Positions: 2  
Credits: Up to 6

Requisition Number: 0809965

The Agency for Persons with Disabilities is tasked with serving the needs of Floridians with developmental disabilities. Students will draft pleadings, conduct pre-hearing discovery, prepare cases for hearing, and assist in hearings before the Division of Administrative Hearings, in connection with challenges to decisions made by APD regarding service denials, eligibility denials, and tier assignments (which have funding implications) for developmentally disabled persons receiving community-based services. **Pre-requisite:** Successful completion of Evidence. Administrative Law is recommended. **NOTE:** The office is located on the campus of Tacachale, at 1621 NE Waldo Rd.

## American Civil Liberties Union (ACLU) of Florida, Tampa, FL

Faculty Supervisor: Professor Ken Nunn

Number of Positions: Up to 2

Credits: Up to 6

Requisition Number: 0810097

The American Civil Liberties Union of Florida works in the courts, legislatures and communities to defend individual rights and personal freedoms guaranteed by the Constitution and the Bill of Rights. The ACLU deals with such issues as the death penalty, free speech, immigrants' rights, police practices, racial justice and religious liberty. Students will conduct research, draft documents and publications and assist with other aspects of ongoing litigation and/or appeals. Students will interview individuals contacting the ACLU of Florida LGBT (Lesbian, Gay, Bisexual, and Transgender) Advocacy Project for assistance. **Pre-requisite:** Successful completion of Legal Research and Writing. Advanced course or seminar in Constitutional Law, Sexuality/Sexual Orientation and the Law, or Federal Jurisdiction preferred.

## Florida Institutional Legal Services, Gainesville

Faculty Supervisor: Professor Meshon Rawls

Number of Positions: At least 2

Credits: Up to 6

Requisition Number: 0810086

FILS advocates on behalf of and provides representation to persons housed in adult, juvenile, and mental health institutions in the state of Florida in impact and class action civil litigation. Students will learn about these issues, as well as develop proficiency in legal drafting, case review skills, client interviewing, and litigation preparation. **Pre-requisite:** Successful completion of Criminal Law & Professional Responsibility.

**NOTE:** In addition to other application materials, submit a one-page essay explaining your interest in the externship. Essays will be evaluated based on student's interest in criminal law, public interest law, and post-conviction representation of prisoners and other institutionalized persons. **The essay must be attached to the on-line application as Additional Document 2.**

## Legal Aid Service of Broward County, Inc., Miami, FL

Faculty Supervisor: Professor John Stinneford

Number of Positions: Up to 3

Credits: Up to 6

Requisition Number: 0810402

Legal Aid Service of Broward County provides free civil legal advice, representation and education to the disadvantaged so as to improve the lifestyle and living conditions of the low income community and encourage self-sufficiency. Legal aid services provided include: affordable housing, children's advocacy, immigration and human rights. Students will assist legal services attorneys in preparing for court, mediation, discovery, and other client assistance. Students will gain practical experience in legal research, analysis, writing and client interviewing and communication.

## Southern Legal Counsel, Inc., Gainesville

Faculty Supervisor: Professor Deb Cupples

Number of Positions: Up to 3

Credits: Up to 6

Requisition Number: 0810087

Southern Legal Counsel is a statewide not-for-profit public interest law firm that is committed to the ideal of equal justice for all and the attainment of basic human and civil rights. SLC primarily assists individuals and groups with public interest issues who otherwise would not have access to the justice system and whose cases may bring about systemic reform. Students conduct legal research and factual investigation; prepare legal memoranda; draft and review public records requests and responses; assist in all aspects of discovery such as document analysis, organization and indexing depositions; and assist in preparation of legal documents and pleadings. **NOTE:** Since most of the work concerns federal court litigation, there is substantial legal research and writing involved.

## Three Rivers Legal Services, Inc., Civil Rights, Gainesville & Lake City

Faculty Supervisor: Professor Shani King for Gainesville

Faculty Supervisor: Professor John Stinneford for Lake City

Number of Positions: Up to 3 in each city

Credits: Up to 6

Gainesville - Requisition Number: 0810088

Lake City - Requisition Number: 0810089

Three Rivers Legal Services, Inc. is a local, non-profit corporation which provides free civil legal services to low-income, eligible clients in seventeen counties throughout North Florida. Students will work with TRLS attorneys on issues that may include: sealing and expunging of records or otherwise removing barriers to employment; landlord/tenant concerns and other housing issues; consumer law issues; elder law issues; family law issues; and public benefits issues. Students will gain experience in legal research, analysis, writing, and client interviewing and communication.

# ***Additional Forms & Applications***

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## **State Attorney's Office Authorization for Background Check**

*This form is required for the State Attorney's Office, Domestic Violence and Criminal Law externship applications. Attach this form, in addition to the SAO Information Sheet, as one document to the on-line application.*

## **State Attorney's Office Extern Information Sheet**

*This form is required for State Attorney's Office, Domestic Violence and Criminal Law externship applications. Attach this form, in addition to the SAO Background Check Authorization Form, as one document to the on-line application.*

## **Eighth Judicial Circuit, Family Law Division Application**

*This form is required for 8<sup>th</sup> Judicial Circuit, Family Law externship applications. Attach this form to the on-line application.*

## **Office of the Attorney General & Office of Statewide Prosecution Application**

*This form is required for the Office of the Attorney General, Various, and the Statewide Prosecution Office externship applications. See the individual externship descriptions for submission information.*

## **U.S. Attorney's Office Pre-Interview Questionnaire**

*This form is required for U.S. Attorney's Office externship applications. Attach this form to the on-line application.*

*Additional Application forms may be found on-line at:*

<http://www.law.ufl.edu/programs/application.shtml>



**Office of the State Attorney – Extern Information Sheet**

[Please Print Clearly]

NAME: \_\_\_\_\_ Assignment: \_\_\_ DV \_\_\_ Criminal

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELLPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*(please print clearly* and note the difference between an “L” and the number one; an “O” and the number zero, etc.)

**NAME & TELEPHONE OF EMERGENCY CONTACT:**

\_\_\_\_\_  
\_\_\_\_\_

**8<sup>th</sup> Judicial Circuit, Family Law Division Application**  
**Gainesville, Florida**

Semester for which you are applying: Summer 2012

NAME \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Current semester \_\_\_\_\_ Number of credits at end of current semester \_\_\_\_\_

G.P.A. \_\_\_\_\_

Have you previously taken an externship for credit YES / NO

If yes: How many credits did you receive? \_\_\_\_\_

Where were you placed? \_\_\_\_\_

Have you taken Family Law? YES / NO                      If YES, indicate grade \_\_\_\_\_

Have you taken Child, Parent & State? YES/NO      If YES, indicate grade \_\_\_\_\_

Grade in Writing Courses:

Legal Research and Writing \_\_\_\_\_

Appellate Advocacy \_\_\_\_\_

Legal Drafting \_\_\_\_\_

Any others courses/grades/activities/honors/experiences you think are relevant to this placement: (You may attach a separate sheet, if you wish).

The Faculty Supervisor for this placement is Professor Shani King. You may contact him with questions. Email: [kings@law.ufl.edu](mailto:kings@law.ufl.edu)

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P.O. Box 117620 \* Gainesville, FL 32611-7620 \* Tele: (352) 273-0604 \* Fax (352) 392-4640

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## U.S. Attorney's Office Pre-Interview Questionnaire

For Non-Sensitive Positions

NAME: \_\_\_\_\_  
First
M.I.
Last

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

BIRTHPLACE (CITY/COUNTY/STATE):  
 \_\_\_\_\_

ARE YOU A UNITED STATES CITIZEN?  
 \_\_\_\_\_

DO YOU HOLD DUAL CITIZENSHIP WITH ANY COUNTRY? \_\_\_\_\_

IF YES, LIST COUNTRY: \_\_\_\_\_

		YES	NO
1)	In the last year have you illegally used, possessed, supplied or manufactured illegal drugs? [When used without a prescription, illegal drugs include marijuana, cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), stimulants (cocaine, amphetamines, etc.), depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.)]. <b>If "YES", we will be unable to obtain a security clearance for you. Please contact the Human Resources Specialist you have been working with to advise her of same.</b>	_____	_____
2)	Have you ever been arrested, convicted, imprisoned, on probation or on parole? This includes all offenses in which your fingerprints were taken even if the offense occurred when you were a juvenile. If "YES", use the "Remarks" section below to provide the date, explanation of the violation, place of occurrence and disposition/outcome. If a conviction was expunged under Federal or state law, include the date it was expunged. Do not include traffic fines of \$300.00 or less.	_____	_____
3)	Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO".) If "YES", use the "Remarks" section below to provide the date, explanation of the violation, place of occurrence and the name and address of the military authority or court involved.	_____	_____
4)	Are you now under charges for any violation of law? <b>If "YES", we will be unable to obtain a security clearance for you. If you are currently on probation for any violation, we will be unable to obtain a security clearance for you. Please contact the Human Resources Specialist you have been working with to advise her of same.</b>	_____	_____



***Office of the Attorney General & the Office of Statewide Prosecution  
Application***

Please see instructions.